

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.5	Employment Administration	Revised:	December 2001
Policy 4.5.2	Ending Dates for Appointments	Responsibility:	Vice President for Human Resources

ENDING DATES FOR APPOINTMENTS

Policy

Appointments will normally carry an ending date effective on or before August 31 of the fiscal year in which the appointment is being made. Appointments made from grants or contracts may terminate in accordance with the terms thereof. The following special provisions apply:

1. An employee who has performed all of the customary duties of the job for all scheduled working days during the month shall receive full pay for the month. In cases where the last calendar day of the month is not a usual working day (weekend or holiday), the payroll removal date shall be the last calendar day of the month. Otherwise, the last day worked will be the date of separation.
2. If an employee has taken either vacation or sick leave in excess of the amount earned, the date of removal from payroll will be adjusted from the last actual day of work by the number of work days or hours of vacation or sick leave owed.

Applicability

This policy applies to all faculty, administrative and professional (A&P), and classified employees of the Health Science Center.
